WELCOME TO REVIEWING AGAINST THE SELECTION CRITERIA

2014 Senior Corps RSVP Review
Orientation Session 5

SESSION AGENDA:

▶ Competition Overview & Criteria

▶ Reviewing Against Selection Criteria

▶ Exercise

COMPETITION PRIORITIES

Disaster Services	Economic Opportunity	Education
Environmental Stewardship	Healthy Futures	Veterans and Military Families

COMPETITION PRIORITIES

▶ Programs that can demonstrate community impact and solve community problems through National Performance Measures in the Focus Areas

▶ The priorities are reflected in the application selection criteria described in the Notice.

▶ Applications that reflect these priorities are not guaranteed funding.

COMPETITION PRIORITIES (CON'T)

- Furthermore, CNCS will:

  - Pursue a balanced rural and non-rural portfolio.

  - Ensure that the portfolio of grants funded by this competitive process have a program distribution similar to that of the previous RSVP grant cycle.

RSVP GRANT APPLICATIONS MUST

▶ Serve the entire geographic service area associated with the funding opportunities listed in Appendix A;

▶ Support the minimum number of volunteers listed in Appendix A;

▶ Meet the National Performance Measure requirements and other criteria established in the Notice; and

▶ Minimize disruptions to the current volunteers associated with any incumbent project.

SENIOR CORPS SELECTION CRITERIA & WEIGHTING

Basic Selection Criteria: Categories and Respective Weights

Category	Percentage	Sub-Category	Percentage
Program Design	50%	Strengthening Communities	35%
		Recruitment and Development	15%
Organizational Capacity	35%	Program Management	15%
		Organizational Capability	20%
Cost-Effectiveness and Budget Adequacy	15%		

INDIVIDUAL REVIEWER FORM

Corporation for National and Community Service		
INDIVIDUAL REVIEWER FORM		
2014 RSVP COMPETITION		

Legal Applicant:		Applicant ID #		
Opportunity #		Panel #		
Reviewer Name		PC	Int	Ex

▶ 25 pages of narratives as they print from eGrants for Facesheet, Executive Summary, and Narratives.

▶ Work plans and budget do not count as part of the 25 pages.

USING THE IRF RUBRIC

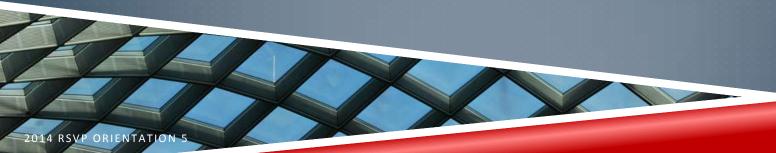## READ THE FULL IRF INCLUDING EVERY IRF BULLET POINT!

▶ In General:
- ▶ Excellent: Addresses the question fully while going above and beyond with high quality extra information
- ▶ Good: Adequately addresses the question
- ▶ Fair: Attempts to address the question, but is not clear
- ▶ Does not meet: Does not meet the selection criteria question

Q1. DESCRIBES THE COMMUNITY AND DEMONSTRATES THROUGH BOTH THE NARRATIVE AND WORK PLANS THAT THE COMMUNITY NEED(S) IDENTIFIED IN THE PRIMARY FOCUS AREA EXIST IN THE GEOGRAPHIC SERVICE AREA.

- ▶ The Primary Focus Area should be clearly stated in the Executive Summary
- ▶ Review both the narrative and work plans
- ▶ Key variable: Objective data to support the need
- ▶ Excellent: Need is demonstrated high priority

Q2. DESCRIBES IN THE NARRATIVE HOW THE SERVICE ACTIVITIES IN THE PRIMARY FOCUS AREA LEAD TO NATIONAL PERFORMANCE MEASURE OUTPUTS OR OUTCOMES.

▶ Review the narrative, but also check the work plans to be sure the narrative matches the Primary Focus Area Service Activities and outputs or outcomes

▶ Key variable: probability and confidence that the service activity will lead to outputs or outcomes

▶ Excellent: evidence basis (performance data, research, well-developed theory of change)

Q3. DESCRIBES IN THE NARRATIVE A PLAN AND INFRASTRUCTURE TO SUPPORT DATA COLLECTION AND ENSURE NATIONAL PERFORMANCE MEASURE OUTCOMES AND OUTPUTS ARE MEASURED, COLLECTED, AND MANAGED.

▶ Review narrative

▶ Key variable: level of probability and confidence that the outputs and outcomes will be measured, collected, and managed

▶ Excellent: Experience in collecting and reporting similar PMs; accuracy and consistency

Q4. PROGRAM DESIGN AS DESCRIBED IN THE NARRATIVE INCLUDES ACTIVITY IN SERVICE TO VETERANS AND/OR MILITARY FAMILIES AS PART OF SERVICE IN THE PRIMARY FOCUS AREA, OTHER FOCUS AREAS OR CAPACITY BUILDING.

▶ Review narrative, also review work plans to ensure alignment with narrative

▶ Key variable: level of probability and confidence that the plans for the activity will benefit veterans and/or military families; overall level of activity

▶ Excellent: Service by veterans and/or military families as RSVP volunteers. Applicant has anticipated issues that may arise in serving veterans and/or military families

Q5. WORK PLANS LOGICALLY CONNECT FOUR MAJOR ELEMENTS IN THE **PRIMARY FOCUS AREA** TO EACH OTHER AND ARE ALIGNED WITH NATIONAL PERFORMANCE MEASURE INSTRUCTIONS:
1. THE COMMUNITY NEED(S) IDENTIFIED
2. THE SERVICE ACTIVITIES THAT WILL BE CARRIED OUT BY RSVP VOLUNTEERS
3. THE INSTRUMENT DESCRIPTION AND DATA COLLECTION PLANS
4. WORK PLANS INCLUDE TARGET NUMBERS THAT LEAD TO OUTCOMES OR OUTPUTS, AND ARE APPROPRIATE FOR THE LEVEL OF DUPLICATED VOLUNTEERS ASSIGNED TO THE WORK PLAN.

▶ Review Primary Focus Area Work Plans

▶ Key variables: Connection of work plan elements resulting in output or outcome

▶ Excellent: Clearly and convincingly connects all elements and leads to an outcome

Q6*. WORK PLANS LOGICALLY CONNECT FOUR MAJOR ELEMENTS IN THE **OTHER FOCUS AREAS AND CAPACITY BUILDING** TO EACH OTHER AND ARE ALIGNED WITH NATIONAL PERFORMANCE MEASURE INSTRUCTIONS:
1. THE COMMUNITY NEED(S) IDENTIFIED
2. THE SERVICE ACTIVITIES THAT WILL BE CARRIED OUT BY RSVP VOLUNTEERS
3. THE INSTRUMENT DESCRIPTION AND DATA COLLECTION PLANS
4. WORK PLANS INCLUDE TARGET NUMBERS THAT LEAD TO OUTCOMES OR OUTPUTS, AND ARE APPROPRIATE FOR THE LEVEL OF DUPLICATED VOLUNTEERS ASSIGNED TO THE WORK PLAN.
*THIS SELECTION CRITERIA WILL ONLY BE APPLICABLE TO APPLICATIONS WITH SERVICE ACTIVITIES IN OTHER FOCUS AREAS AND CAPACITY BUILDING.

- ▶ Review Other Focus Area and Capacity Building Work Plans
- ▶ Key variables: Connection of work plan elements resulting in output or outcome
- ▶ Excellent: Clearly and convincingly connects all elements and leads to an outcome

IRF QUESTION 7

For Official Use Only

Performance Measures

% of Unduplicated Volunteers in Work Plans that result in Outcomes: 40%

Q7. In assessing the work plans, applications will receive credit for percentage of unduplicated * volunteers in National Performance Measure outcome work plans above the minimum 10%.	
___>80% (50 pts.)	(**Note:** This percentage is generated by the eGrants performance module. Potential applicants may use the recommended worksheet associated with the Senior Corps: RSVP Grant Application to develop their work plans.)
___60% - 80% (40 pts.)	
___40% - <60% (30 pts.)	*Number of Unduplicated Volunteers: This is the proposed number of volunteers who will be performing each service activity. Each volunteer can only be counted once when assigned to a service activity. The volunteer should be counted in the area where he/she will make the most impact – in terms of the type of service or in terms of the scope of service, such as the most number of hours served.
___20% - <40% (20 pts.)	
_> 10% - <20% (10 pts.)	
___<10% (0 pts.)	

Q8. DEMONSTRATES A PLAN AND INFRASTRUCTURE TO CREATE WELL-DEVELOPED HIGH QUALITY RSVP VOLUNTEER ASSIGNMENTS WITH OPPORTUNITIES TO SHARE THEIR EXPERIENCES, ABILITIES, AND SKILLS TO IMPROVE THEIR COMMUNITIES AND THEMSELVES THROUGH SERVICE IN THEIR COMMUNITIES.

▶ Review narrative

▶ Key variables: number of question elements in response

▶ Excellent: Actively measures impact of volunteer activity on the RSVP volunteer

Q9. DEMONSTRATES A PLAN AND INFRASTRUCTURE TO ENSURE RSVP VOLUNTEERS RECEIVE TRAINING NEEDED TO BE HIGHLY EFFECTIVE MEANS TO ADDRESSING IDENTIFIED COMMUNITY NEED(S) IN BOTH THE PRIMARY FOCUS AREA AND IN OTHER FOCUS AREAS OR CAPACITY BUILDING.

▶ Review narrative

▶ Key variable: Realistic plan and infrastructure

▶ Excellent: Actively evaluating the training

Q10. DESCRIBES THE DEMOGRAPHICS OF THE COMMUNITY SERVED AND PLANS TO RECRUIT A VOLUNTEER POOL REFLECTIVE OF THE COMMUNITY SERVED. THIS COULD POSSIBLY INCLUDE:
1.   INDIVIDUALS FROM DIVERSE RACES, ETHNICITIES, SEXUAL ORIENTATIONS, OR DEGREES OF ENGLISH LANGUAGE PROFICIENCY.
2.   VETERANS AND MILITARY FAMILY MEMBERS AS RSVP VOLUNTEERS.
3.   RSVP VOLUNTEERS WITH DISABILITIES.

- Review narrative

- Key variable: Community demographics; realistic plan

- Excellent: Develops service activities to specifically attract one of the three volunteer pools; partners with stations that assist in recruitment and development

Q11. DEMONSTRATES A PLAN AND INFRASTRUCTURE TO RETAIN AND RECOGNIZE RSVP VOLUNTEERS.

▶ Review narrative

▶ Key variable: Clear and highly compelling plan

▶ Excellent: Actively managing retention activities including volunteer satisfaction measurement

Q12. PLANS AND INFRASTRUCTURE TO ENSURE MANAGEMENT OF VOLUNTEER STATIONS IN COMPLIANCE WITH RSVP PROGRAM REGULATIONS (SUCH AS PREVENTING OR IDENTIFYING PROHIBITED ACTIVITIES).

▶ Review narrative

▶ Key variable: Clear and realistic plan and infrastructure

▶ Excellent: Actively evaluating and assessing current management of volunteer stations

Q13. PLANS AND INFRASTRUCTURE TO DEVELOP AND/OR OVERSEE VOLUNTEER STATIONS TO ENSURE THAT VOLUNTEERS ARE PERFORMING THEIR ASSIGNED SERVICE ACTIVITIES.

▶ Review narrative

▶ Key variable: Realistic plan and infrastructure

▶ Excellent: Actively evaluating and assessing current volunteer assignments

Q14. PLANS AND INFRASTRUCTURE TO MEET CHANGING COMMUNITY NEEDS TO INCLUDE MINIMIZING DISRUPTION TO CURRENT VOLUNTEERS AS APPLICABLE AND/OR GRADUATING* STATIONS AS NECESSARY.
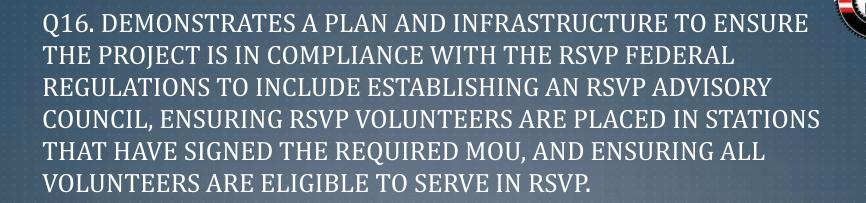(*PLEASE SEE APPENDIX C FOR MORE INFORMATION ON GRADUATING VOLUNTEER STATIONS.)

▶ Review narrative

▶ Key variable: Extent of plans and infrastructure to graduate stations

▶ Excellent: Significant plans and infrastructure to minimize disruptions to volunteers

Q15. DEMONSTRATES AN ORGANIZATIONAL TRACK RECORD IN MANAGING VOLUNTEERS IN THE PRIMARY FOCUS AREA, TO INCLUDE IF APPLICABLE, MEASURING PERFORMANCE IN THE PRIMARY FOCUS AREA.

▶ Review narrative

▶ Key variable: Experience in the Primary Focus Area and addressing all three parts of the question

▶ Excellent: Examples of current and past Performance Measure outcomes

Q16. DEMONSTRATES A PLAN AND INFRASTRUCTURE TO ENSURE THE PROJECT IS IN COMPLIANCE WITH THE RSVP FEDERAL REGULATIONS TO INCLUDE ESTABLISHING AN RSVP ADVISORY COUNCIL, ENSURING RSVP VOLUNTEERS ARE PLACED IN STATIONS THAT HAVE SIGNED THE REQUIRED MOU, AND ENSURING ALL VOLUNTEERS ARE ELIGIBLE TO SERVE IN RSVP.
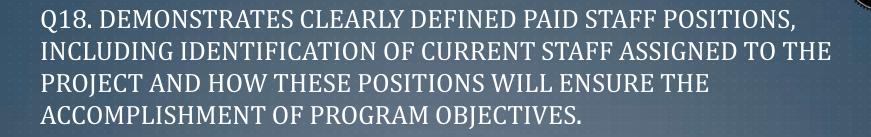
- Review narrative
- Key variable: Clear and realistic plan and infrastructure
- Excellent: Actively evaluating and assessing current RSVP Advisory Council, station requirements, and volunteer eligibility

Q17. PLANS AND INFRASTRUCTURE TO PROVIDE SOUND PROGRAMMATIC AND FISCAL OVERSIGHT (BOTH FINANCIAL AND IN-KIND) AND DAY-TO-DAY OPERATIONAL SUPPORT TO ENSURE COMPLIANCE WITH RSVP PROGRAM REQUIREMENTS (STATUTES, REGULATIONS, AND APPLICABLE OMB CIRCULARS) AND TO ENSURE ACCOUNTABILITY AND EFFICIENT AND EFFECTIVE USE OF AVAILABLE RESOURCES.
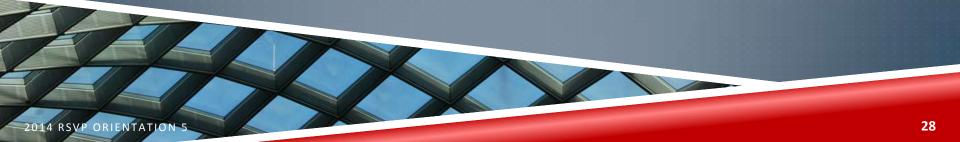
- ▶ Review narrative
- ▶ Key variable: Confidence in plan and infrastructure
- ▶ Excellent: Actively evaluating how programmatic and fiscal oversight and day-to-day operational support may affect internal policies

Q18. DEMONSTRATES CLEARLY DEFINED PAID STAFF POSITIONS, INCLUDING IDENTIFICATION OF CURRENT STAFF ASSIGNED TO THE PROJECT AND HOW THESE POSITIONS WILL ENSURE THE ACCOMPLISHMENT OF PROGRAM OBJECTIVES.

- ▶ Review narrative and budget
- ▶ Key variable: Realistic staffing plan
- ▶ Excellent: Actively assessing staff position compatibility with project management

Q19. DEMONSTRATES ORGANIZATIONAL CAPACITY TO:
1. DEVELOP AND IMPLEMENT INTERNAL POLICIES AND OPERATING PROCEDURES TO PROVIDE GOVERNANCE AND MANAGE RISK, SUCH AS ACCOUNTING, PERSONNEL MANAGEMENT, AND PURCHASING.
2. MANAGE CAPITAL ASSETS SUCH AS FACILITIES, EQUIPMENT, AND SUPPLIES.

▶ Review narrative

▶ Key variable: Level of probability and confidence in the organizational infrastructure

▶ Excellent: Applicant has anticipated issues that may arise and provides details on solutions to potential organizational issues

Q20. DEMONSTRATES ORGANIZATIONAL INFRASTRUCTURE IN THE AREAS OF ROBUST FINANCIAL MANAGEMENT CAPACITY AND SYSTEMS AND PAST EXPERIENCE MANAGING FEDERAL GRANT FUNDS.

▶ Review narrative

▶ Key variable: Level of confidence in infrastructure

▶ Excellent: Applicant has anticipated issues that may arise in financial management systems and managing federal grant funds and provides details on solutions to potential organizational issues

IRF COMMENTS

number of hours served.

STRENGTHS: (Provide significant strengths identified in your assessment)

WEAKNESSES: (Provide significant weaknesses identified in your assessment)

▶ More to come in the next session on comments and clarification!

EXERCISE

▶ Found on the Reviewer website

REFERENCE MATERIALS

▶ For more information, consult the Handbook
  ▶ Section 5.2.3 Completing the Individual Reviewer Form (IRF)
▶ Read the Notice of Funding Opportunity (*Notice*)

NEXT STEPS

▶ Any questions we received about this Review or others will be posted on the Reviewer Webpage with answers

▶ Review Exercise and read the IRF

▶ Confirm Completion of Orientation 5

  ▶ Email Secret Word to PeerReviewers@cns.gov